

Missouri School Improvement Program (MSIP)

Career Education Standards
Evidence Files
for
Business Education
(3rd Cycle)

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Education

MSIP CURRICULUM STANDARDS
(Cycle 3, begins 2001-02 School Year)

6.1 The district implements written curriculum for all its instructional programs.

1. Each curriculum guide must include the following components:
 - a rationale which relates the general goals of each subject area and course to the district's mission and philosophy
 - a general description of the content of each subject area at the elementary level and each secondary-level course
 - general goals for graduates in each subject area
 - specific, measurable learner objectives for each course at each grade level
 - alignment of the measurable learner objectives for each course to the knowledge, skills, and competencies that students need to meet the district's goals and the Show-Me Standards
 - instructional strategies and specific assessments (including performance-based assessments) for a majority of the learner objectives
 - evidence that individual learner objectives have been articulated by grade level/course sequence
 - date of board review and approval for each curriculum guide
2. Teachers receive training on the curriculum review and revisions process, curriculum alignment, and classroom assessment strategies.
3. The written curriculum incorporates content and processes related to equity, technology, research, and workplace-readiness skills.
4. Systematic procedures are used to review and revise the written curriculum.

MSIP CAREER EDUCATION STANDARDS
(Cycle 3, begins 2001-02 School Year)

7.3 Career education is an integral component of the district's educational program.

1. Competency-based curriculum has been implemented to meet the diversified needs of all students and prepare them for entry into the workplace and/or continued education.
2. Career and technical student organizations for each approved career education program are in place as intracurricular instructional methods.
3. Career education programs provide students with assistance in the transition to the workplace and/or continued education.
4. The district implements an accountability system to assess student progress and program effectiveness.

Web page address for MSIP standards, districts scheduled for review, etc.:
<http://www.dese.state.mo.us/divimprove/sia/msip/index.html>

**Missouri School Improvement Program (MSIP)
Third Cycle Documentation File Requirements
Career Education Standard 7.3**

- 7.3 Student-based assessments (minimum of one)
 - Interest surveys
 - Guidance needs assessments
- 7.3 Community-based assessments (minimum of one)
 - Labor market survey
 - Chamber of Commerce survey
 - MOICC supply and demand data
 - Career education advisory committee input
 - Local Workforce Investment Board (WIB) data
- 7.3.1 Number of students enrolled in each career education program or course (both AVS & district)
- 7.3.1 Curriculum guides for all career education programs and courses which include as a minimum the following components:
 - Rationale
 - Course description
 - Graduate goals
 - Measurable learner objectives
 - Instructional strategies and activities
 - Assessments, including performance based assessments
 - Alignment to Show-Me Standards
 - Board approval
- 7.3.1 Instructional Management System (IMS) for student competency mastery (VIMS/VAMS, competency profile cards, other computerized system, etc.)
- 7.3.2 Membership rosters for Future Business Leaders of America (FBLA)
- 7.3.2 Current program of work for FBLA. The program of work must include but not be limited to the following components:
 - Leadership skills
 - Occupational competency
 - Community service
 - School service
- 7.3.3 List or description of student experiences and activities for off-campus education programs which might include experiential education, cooperative education, internships, apprenticeships, job shadowing, job placement services, etc.
- 7.3.3 Copies of all articulation agreements and/or dual credit agreements with postsecondary institutions for all career education programs or courses.
- 7.3.4 Written plan to evaluate the effectiveness of all career education programs and/or courses. The plan must include the following components:
 - Measurable objectives
 - Established performance measures for each measurable objective
 - Level of performance for each measure
 - Established procedure for gathering, analyzing and reporting data relevant to each measure of performance
 - Established procedure for reporting outcomes and corrective action for all measurable objectives
- 7.3.4 Advisory committee minutes documenting review of improvement plans.
- 7.3.4 Copy of CSIP which indicates career education improvements